

Temporary Health Screening Monitor for Blaine County Covid-19 Response

Blaine County has an opening for a Temporary Health Screening Monitor for Blaine County Covid-19 Response. Applicants may pick up a job description and an Application on the table located on the 1st floor of the Blaine County Courthouse, Job Service, in Havre, MT, or can be mailed to you directly upon request by contacting the Blaine County Human Resources Office – (406) 357-3220. The job description and application are also available online at <https://blainecounty-mt.gov/blaine-county-jobs/>. All applicants must use a Blaine County Application. Applications must be submitted to the Blaine County Human Resource Office. **POSITION OPEN UNTIL FILLED.**

Blaine County is an Equal Opportunity Employer.

BLAINE COUNTY POSITION DESCRIPTION

POSITION: Temporary Health Screening Monitor for Blaine County Covid-19 Response

ACCOUNTABLE TO: Blaine County Maintenance Supervisor

SUMMARY OF WORK: Greet and interact with the public as they enter or exit the Blaine County Courthouse.

Personal Contacts: Daily contact with Blaine County employees and the public.

Supervision Received: Supervision from the Blaine County Maintenance Supervisor in the form of frequent contact by face to face, telephone, or email as needed.

JOB PERFORMANCE STANDARDS:

Evaluation of this position will be based primarily upon the preceding job description requirements and duties. Examples of job performance standards include, but are not limited to, the following:

- **Must be 18 years or older to apply.**
- Keep track of individuals entering and exiting the courthouse.
- Stay alert during entire shift to ensure the safety of all Blaine County employees and the public.
- Accept packages from courier services and hold in a safe storage until picked up by the intended recipient.
- Assist the public with direction to proper offices.
- Observes work hours.
- Demonstrates punctuality.
- Displays tact, consideration and cooperation when dealing with the public.
- Establishes and maintains an effective working relationship with fellow employees, supervisors and the public
- Demonstrates general understanding of basic infection control procedures, to include but not limited to performing frequent disinfection of commonly touched surfaces.
- Implements guidance from local public health orders, Governor's directives and current CDC recommendations for business operations.

PHYSICAL REQUIRMENTS:

Sitting, standing, walking, squatting/kneeling, reaching, grasping, pushing/pulling, twisting/bending, and occasionally lifting/carrying up to 25/50 lbs.

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Position Fact Sheet**

Work Week: Monday – Friday,
Full Time: 40 hours per week

Salary: \$13.50 per hour

Vacation Leave: Employee earns 10 hours per month (eligible for use after 180 days of continuous employment)

Sick Leave: Employee earns 8 hours per month (eligible for use after 90 days of continuous employment)

Probationary Period: Does not apply

*****Health Insurance, Dental & Vision Insurance and Retirement are not available
for Temporary Employees.*****